Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Recently the company has lost a contract of construction. Upon investigation, we got to know that you were somewhere involved in it. A friend of yours was also bidding for it and you in the way of giving him favor leaked out our contact details.

Mr. James, this behavior of yours will certainly not be tolerated at any cost. You have violated the company policy by leaking out the details of the contract. You are a valuable employee of our company and if we look back, you have never displayed such behavior rather you have been very sincere.

Due to this, the Managing Director has decided to lower your responsibilities and not terminate you but with a warning that if any further violation takes place you will be terminated there and then.

Sincerely,

Your Name